

APPENDIX A: Lesson Planning and Materials Development Course Syllabus



Middlebury Institute of International Studies at Monterey

Lesson Planning and Materials Development for English Language Teachers Syllabus

Instructor Contact Info

Instructor: Professor Thor Sawin

Office hours via Skype: By appointment

Please note that there is a 12 ½ hour time difference between India Standard Time and California. Students can typically expect a response from their instructor via email or Moodle within 24-48 hours.

Course Overview

This course will prepare you to take a greater role in the development and delivery of lessons for the English language classroom. By participating in the activities and assignments in this course, you will become familiar with the principles and practices of planning lessons and developing materials that are adapted to your particular teaching context. You will be given practice in designing lesson plans and classroom activities that effectively develop your students' reading, writing, speaking and listening skills. You will also consider how best to adapt textbooks and how to incorporate authentic materials that take into consideration your students' levels, interests and goals. Finally, this course is designed to give you the confidence to take more ownership of your teaching and to be a reflective practitioner in the field of language education.

Each of the units includes a required reading component, one or more Power Point-supported presentations, structured practical learning activities, and a Reading & Discussion Guide designed to facilitate online discussion of the central concepts and issues.

Course Prerequisites

The course is designed for in-service English language teachers who are teaching in any educational context. Familiarity with course management systems such as Moodle or Blackboard is preferred but not necessary.

Course Goals

By the end of this course, you will be able to:

- Identify the basic elements of a lesson plan and build one of your own,
- Articulate best practices for developing students' reading, writing, listening and speaking skills,
- Create activities that develop students' reading, writing, listening and speaking skills,
- Adapt textbook lessons and authentic materials to your teaching context and student audience,
- Build confidence in your role as a language teacher and reflective practitioner,
- Enhance your own English language skills (for non-native speakers of English),
- Develop a better understanding of U.S. culture and approaches to language education.

Assignments and Successful Course Completion

Participants who successfully achieve an overall score of 80 or above will receive a certificate of completion. Your work will be weighted as follows:

Discussion Forum Participation	Up to 5 points per week, 40 points total
Biweekly Activities	Up to 5 points per activity, 20 points total
Original Lesson Plan	40 points

Assignment Deadlines

Assignments must be submitted no later than 23:59 (11:59 pm) India Standard Time every Monday of the course week. This is a course that builds from week to week, so it is imperative that you keep up with assignment and discussion post deadlines.

Required Readings

Links to required readings will be provided on the course Moodle or through the library's e-reserve system and include chapters from:

Brown, H. D. and Lee, H. (2015). *Teaching by Principles: An Interactive Approach to Language Pedagogy*, 4th Edition. Pearson Education ESL: White Plains, NY.

Celce-Murcia, M., Brinton, D.M., and Snow, M.A. (2013). *Teaching English as a Second or Foreign Language*, 4th edition. National Geographic Learning: Boston.

Course Moodle

This course uses the learning management system Moodle. Enrollment in the class site is crucial and required for your successful completion of the course. You will find course resources, schedules, discussion forums, announcements, and assignment information on this site, so please visit the site on a regular basis to keep up to date. To enroll:

Course Schedule

This course is organized by weekly course topics. The new course week begins on Tuesday at 00:01 (12:01 am) India Standard Time. Please be sure to complete all readings and assignments by the end of the course week, Monday at 23:59 India Standard Time.

Week	Weekly Topic	Discussion Forum Post	Assignments Due
1*	Course introductions, community building, & familiarization with Moodle features	Introduce yourself to the class and describe the context in which you teach	Complete course needs assessment Read syllabus and post any clarification questions
2	Introduction to lesson planning	Past experience building original lessons	Build your own lesson template
3	Developing reading & writing lessons	Challenges of developing reading and writing skills	
4	Adapting lessons from a textbook	Pros and cons of using a textbook	Adapting a textbook passage activity
5*	Developing listening and speaking lessons	Challenges of developing aural/oral skills	Complete mid-course evaluation
6	Adapting authentic materials	Pros and cons of using authentic materials	Adapting an authentic listening text activity
7	Building an original lesson plan	Peer feedback on original lesson plan	Submit your original lesson plan for peer feedback.
8*	Course reflection and evaluation	Course reflection	Submit your original lesson plan for instructor feedback. Complete course evaluation

*Synchronous Question and Answer sessions with your instructor and teaching assistant will be held in weeks 1, 5 and 8 using Adobe Connect. If you are unable to attend the live session, a recording of the session will be made available to you.